

PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures
ALTERNATE ASSIGNMENT/INDUSTRIAL REVIEW
COMMITTEE

M.P. 103.02F	Date Revised: 09/2024
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: 104.02B	

PURPOSE

The Alternate Assignment/Industrial Review Committee standing members will include the Assistant Chief of Health & Wellness Center and Human Resources, Deputy Chief of HR/Personnel, their Local 493 counterpart, Deputy and/or Division Chief of the Health & Wellness Center, and their Local 493 counterpart. Other members of the Fire Department may be asked to participate on a case-by-case basis as determined by the committee to share specific knowledge that will help the committee make a more informed decision. As an example: a physician may be invited to share knowledge as to a member’s ability or inability to perform certain functions without disclosing sensitive information.

Meeting Frequency

The Alternate Assignment/Industrial Review Committee will meet monthly or as needed, as determined by the Assistant Chief or Deputy Chief of Personnel.

RESPONSIBILITIES

- This committee shall review the status of Fire Department employees currently on Industrial Leave, Extended Sick Leave, Alternate Assignment or Long-Term Alternate Assignment based on the Health & Wellness Center’s Daily Rollcall tracking system.
- Each member’s status will be considered individually with regards to the health of the member, the length of stay on Alternate Assignment, the availability of long-term positions, the member’s intentions relative to returning to full duty status, retirement options, and the Department’s ability to reclassify positions in an effort to maintain positions in the system.
- The committee will adhere to ADA regulations with regards to assigning members to staff positions, making every effort to accommodate each member temporarily during their recovery process.
- Based on the review of the facts in each case, the committee will make recommendations to the Assistant Chief of Human Resources.